

Temporary Clerical Employee Needed

The West Virginia Ethics Commission seeks an individual to work from January 2, 2016, to approximately March 31, 2016, to enter data from documents into an online database, and to scan, file and answer telephone calls from January 2, 2016, to March 31, 2016.

Rate of pay: \$12 per hour.

Benefits: None.

Work hours: Flexible, but must work at least 5 hours daily from Monday-Friday.

Experience: Experience with the Access database is not required, but computer experience is.

Submit resumes to: M. Ellen Briggs
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